



**Powerware**

## ✓ PRE-STARTUP CHECKLIST

1-800-843-9433 Option 1 and Option 1

Thank you for choosing an Eaton Powerware UPS. In order to ensure that the startup of this unit goes smoothly and flawlessly – we need your assistance. Below are the steps required to get this startup scheduled:

1. To ensure you unit is ready for startup – please complete this form and send this into our Eaton Service Dispatch team via email: [3phaseservicesupportpgs@eaton.com](mailto:3phaseservicesupportpgs@eaton.com) or by fax at: **919-654-7185**
2. Upon receipt of this completed form and within forty-eight (48) hours of receipt– an Eaton Service Coordinator will assign a field resource and coordinate with you and/or the field resource to establish a firm startup date.
3. Please be sure to make a copy of this sheet for your records.

For eNotify activation, please go to the following Link and complete the CMOP information:

[http://powerware.com/service\\_support/enotifycmop](http://powerware.com/service_support/enotifycmop)

Call Reference:			
Company Name:			
Site Name (If Applicable):			
Site Address (Address, City, State, Zip):			
E-mail Address:			
Phone:		Fax:	
UPS Model:		UPS Serial #:	

<input type="checkbox"/>	All packing materials and restraints have been removed from each cabinet.
<input type="checkbox"/>	Each cabinet in the UPS system is placed in its installed location and as per the installation drawing.
<input type="checkbox"/>	All cabinets are attached together with hardware supplied as per installation instructions.
<input type="checkbox"/>	A ground bond has been installed to each cabinet
<input type="checkbox"/>	All switchboards, conduits, and cables are properly routed to the UPS and auxiliary cabinets.
<input type="checkbox"/>	Power cables are terminated on bypass input terminals.
<input type="checkbox"/>	Power cables are terminated on rectifier input terminals (if unit is to be dual fed).
<input type="checkbox"/>	A ground conductor is installed.
<input type="checkbox"/>	A neutral conductor is installed if applicable.
<input type="checkbox"/>	Battery cables between the UPS and Battery Cabinet are connected (Do not connect the inter-battery tray wiring inside the battery cabinets. The Eaton technician will do that.)
<input type="checkbox"/>	HVAC is installed and operational.
<input type="checkbox"/>	The area around the UPS is clean and dust free.
<input type="checkbox"/>	Adequate workspace exists around the UPS and other cabinets
<input type="checkbox"/>	Adequate lighting is provided around all UPS equipment.

Will the end user of the product be available for familiarization training?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

**IMPORTANT NOTE: DO NOT APPLY POWER TO THE UPS SYSTEM PRIOR TO THE ARRIVAL OF THE TECHNICIAN. THIS MAY VOID THE WARRANTY OF THE SYSTEM.**

The following questions only apply if the respective optional items mentioned are to be used (leave blank if these options are not applicable):

<input type="checkbox"/>	<b>Each Remote Monitor Panel (RMP) is mounted in its installed location and wired. (OPTIONAL)</b>
<input type="checkbox"/>	<b>Is there a Remote Emergency Power Off (EPO)? Is it installed and wired? (OPTIONAL)</b>
<input type="checkbox"/>	<b>Are there any summary alarms to be used? Are the wires dropped in for this option as per drawings?</b>
<input type="checkbox"/>	<b>I have completed the appropriate information for eNotify activation</b>

Please let us know if you have questions, comments, or special startup request:

I acknowledge that the above items have been completed as indicated and agree that extra charges may be applicable if the UPS unit is not ready for startup at the time the service resources arrives on-site.

Customer Name: \_\_\_\_\_

(Please Print)

Customer Name: \_\_\_\_\_

(Signature)

Date: \_\_\_\_\_